

Chapter 5 - F14 Dockets

F14 Dockets

The <F14> command for dockets generates the following:

1. Probate docket displayed.
3. Combined Juvenile, Probate, Civil and Adoption docket displayed.
4. Combined Juvenile, Probate, Civil and Adoption docket printed.
5. Summary Docket.
7. Probate docket printed
8. Option to Mark and Unmark calendar dates.

These dockets are generated for a specified date range for a particular judge. there is also an option to print last names first.

Accessing the F14 Docket Screen:

Press <F14> from most any screen throughout the system and the following screen will be displayed.

```

USER: P44ANGIE          TRANSACTION REQUEST SCREEN          RELEASE: 05/2003

Probate Transactions   Receivable Transactions   Vendor Transactions

HDR -                               Maint.
PTY -                               Maint.
SCH -                               Maint.
SUM - Txn Type  X=Probate      P=Print probate   essing
MED - C=Combined      B=Print combined   ury
FRD - M=Mark date     U=Unmark date      ents
DOC - S=Summary                               stments

Judge Nbr  Bar Number (Do not use P prefix) tions
Start Date  First date to be displayed/printed tenance
End Date  Last date to be printed          enance
DO YOU WANT LAST NAMES FIRST? _ ry
F3=Exit                               aint.

RPT/PR                               rmation
RPT/FI                               Index
RPT/AD                               Index
                                      ndar

NXT TRAN
F3=Exit   F5=Setup   F6=System Commands   F8=Juvenile   F9=Name Lookup
F10=Name Update F14=Docket Request   F16=Inv/Date   F20=File Maintenance   Help
Record(s) deleted successfully
  
```

Following are field descriptions from the docket screen.

~TXN Type~

Enter the transaction type of the docket that you want to create. The choices are as follows:

- X = Juvenile Docket
- W = Weekly Docket
- C = Combined Docket
- B = Print Combined Docket
- S = Summary
- N = Docket with charges
- D = Probate/Juvenile Docket Summary
- M = Mark
- U = Unmark

Each of these transactions will be explained in the following pages.

~Judge Nbr~

Enter the jurist number that you are creating the docket for.

~Start Date~

Enter the date the system will start searching docket records.

~End Date~

Enter the date the system will stop searching docket records.

~Do you want last names first~

Enter a "Y" if you want last names to print first on the docket.

X = Juvenile Docket Display

Transaction type "X" will display the juvenile docket on the screen.

PROBATE COURT DOCKET

JUDGE HULL, LAVAIL E., MONDAY 8/25/2003

TIME	CASE NUMBER	CASE TITLE	ATTORNEY
10:15 am	98000003-CZ	SMITH FARMS VS. STATE OF MICHIGAN	HELDER
A MOTION HEARING			
01:00 pm	00100015-MI	TEST MENTALLY ILL	AARDEMA
NOTICE OF HEARING			

Bottom

NXT TRAN P TYPE NXT CASE NBR 00000000 REC NBR
F3=Exit F7=Backward F8=Forward F9=Name Lookup F16=Inv/Date Help

MA b A 22/014
Connected to remote server/host OSMSOUTH using port 23 \\SCAO\1N54QLS on Ne05:

P = Print Probate Docket

Transaction type "P" will print the probate docket.

PROBATE COURT DOCKET			PAGE	1
JUDGE LAVAIL E. HULL			MONDAY	08/25/2003
TIME	CASE NUMBER	CASE TITLE	ATTORNEY	
-----	-----	-----	-----	
10:15 am	98000003-CZ	SMITH FARMS	HELDER	
		VS. STATE OF MICHIGAN		
A MOTION HEARING				
01:00 pm	00100015-MI	TEST MENTALLY ILL	AARDEMA	
NOTICE OF HEARING				

C = Combined Calendar Display

Transaction type "C" will display a combined calendar for Probate, Juvenile, Civil and Adoption hearings that are scheduled for the same Judge.

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B
PROBATE & JUVENILE COURT DOCKET
JUDGE HULL, LAVAIL E., MONDAY 8/25/2003

TIME CASE NUMBER CASE TITLE ATTORNEY
----
10:15 am 98000003-CZ SMITH FARMS HELDER
VS. STATE OF MICHIGAN HELDER
A MOTION HEARING

11:00 am 03000044-DL 00 JUVENILE DELINQUENT
PREL HRG PET: 03004401 CG: 00

1:00 pm 00100015-MI TEST MENTALLY ILL AARDEMA
NOTICE OF HEARING

Bottom

NXT TRAN P TYPE CASE # 00000000 REC NBR
F3=Exit F7=Backward F8=Forward F9=Name Lookup F16=Inventory Help

MA b 22/013
Connected to remote server/host OSMSOUTH using port 23 \\SCAO\1N54QLS on Ne05:

```

B = Combined Calendar Print

Transaction type "B" will print a combined calendar for Probate, Juvenile, Civil and Adoption hearings that are scheduled for the same Judge.

PROBATE & JUVENILE COURT DOCKET			PAGE	1
JUDGE LAVAIL E. HULL			SATURDAY	03/15/2003
TIME	CASE NUMBER	CASE TITLE	ATTORNEY	
----	-----	-----	-----	
10:15 am	98000003-CZ	SMITH FARMS	HELDER	
		VS. STATE OF MICHIGAN	HELDER	
MOTION HEARING				
11:00 am	03000044-DL 00	JUVENILE DELINQUENT		
PREL HRG		PET: 03004401	CG: 00	
1:00 pm	00100015-MI	TEST MENTALLY ILL	AARDEMA	
NOTICE OF HEARING				

S = Summary

Transaction type "S" will provide a summary of hearings for a particular judge during a six month time frame.

DOCKET SUMMARY HON. HULL, LAVAIL E.,										0710 2003	
MARCH		APRIL		JUNE		JULY		AUGUST			
TOT DA	3	TOT DA	2	TOT DA		TOT DA	2	TOT DA	3	TOT DA	1
TOT CS	6	TOT CS	4	TOT CS		TOT CS	3	TOT CS	7	TOT CS	4
DATE	#DKTS	DATE	#DKTS	DATE	#DKTS	DATE	#DKTS	DATE	#DKTS	DATE	#DKTS
15	3	15	3	15	1	3	1	1	4		
16	2	16	1	18	2	15	4				
17	1					16	2				

More...

NXT TRAN SUM TYPE PGM CASE# 00895019 PETN# 00000001 EVENT# PTY

F3 = Cancel F6 = Sys Cmds F7 = Backward

F8 = Forward F9 = Name Inq F10 = Attny Inq F14 = Dkt Inq F16 = Inv Calc

MA b MW 22/011

Connected to remote server/host OSMSOUTH using port 23 \\SCAO\1N54QLS on Ne05:

M = Mark and U = Unmark

Marking and Unmarking the docket is used to specify dates that the judge is not available for hearings. When a date is marked, the system will not allow hearings to be entered for that date from the Event screen.